

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE
NO. 1229

Supersedes Schedule 1052

PAGE
NO. 1 of 25

RECORDS RETENTION AND DISPOSAL SCHEDULE

MARYLAND NATIONAL CAPITAL PARK & PLAN.COMMISSION

ADMINISTRATION

AGENCY

DIVISION

Item No.	Description	Retention
	<p>Attached please find a copy of our new retention schedule. This will supercede #1052.</p> <p>Original Records can be destroyed after microfilming or after the retention period has expired.</p> <p>All microfilm will be retained permanently.</p> <p>Transfer permanent records no longer needed by Maryland National Capital Park & Planning Commission to the Maryland State Archives.</p>	

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by

5/23/90 *John P. D'Amico* E.D.
Date Signature Title

8/21/90 *[Signature]*
Date State Archivist

DESCRIPTION	RETENTION PERIOD	PRINCE GEORGE'S CO.	BI-COUNTY	MONTGOMERY CO.
<p>NOTE: ALL RECORDS NOT LISTED ARE CONSIDERED NON-RECORD COPIES AND MAY BE DISPOSED OF WHEN NO LONGER NEEDED.</p>				
<p>1 <u>General Correspondence File</u> File consists of original incoming, copies of outgoing and information copies of letters, memoranda, bulletins, reports and other material arranged by subject.</p>	<p>Retain permanently all correspondence pertaining to the policy and history of the Commission. Any other files (day files, tickler, correspondence) should be kept 1 year.</p>	<p>Dept./Div. Head Office All Staff</p>	<p>Dept./Div. Head Office All Staff</p>	<p>Dept. /Div. Head Office All Staff</p>
<p>2 <u>Agenda and Minutes</u> Contains proceedings of meetings.</p> <ul style="list-style-type: none"> - Planning Board - Park Commission - Executive Committee - Commission Meetings - Dept. Head Employee Management Conference Board Employee Advisory Council - Closed Sessions (of above listed meetings) 	<p>Retain permanently on microfilm. Retain for 5 years in office. Retain for 5 years in office. Retain permanently.</p>	<p>Chairman's Office N/A Chairman's Office</p>	<p>Executive Dir. Office Executive Dir. Office Executive Dir. Office Executive Dir. Office Executive Dir. Office Executive Dir. Office</p>	<p>Chairman's Office Chairman's Office Chairman's Office</p>

DESCRIPTION	RETENTION PERIOD	PRINCE GEORGE'S CO.	BI-COUNTY	MONTGOMERY CO.
- Back-up Files (notes and supporting documents relative to the business of each meeting.)	Retain for 6 months in office.	Chairman's Office	Executive Dir. Office	Chairman's Office
- Public Hearing & Meeting Tapes	Retain until transcribed, then re-use.	Chairman's Office	Executive Dir. Office	Chairman's Office
3 <u>Financial Disclosures</u>				
5.70 - Commissioners	Retain permanently .	Chairman's Office		Chairman's Office
5.71 - Appointed Officials & Employees - Public Financial Disclosure Statements - Confidential Disclosure Statements	Retain permanently .	Dept. Head Office	Executive Dir. Office	Dept. Head Office
4 <u>M-NCPPC Publications</u> This file contains the record copy of documents of presumed lasting value produced by, for, or about the Maryland-National Capital Park and Planning Commission.	Retain 1 copy on microfilm.		Budget & Mgmt. Office (Records Mgmt.)	
5 <u>Transcripts of Public Hearings</u>	Retain permanently on microfilm.	Chairman's Office	Budget & Mgmt. Office (Records Mgmt.)	Chairman's Office
6 <u>Certificates of Records Disposal</u> Certificates of record disposal are filed with the Records Management Division of the State of Maryland. One copy is kept in office.	Retain permanently on microfilm.		Budget & Mgmt. Office (Records Mgmt.)	
7 <u>Employee's Personnel Folders</u> Files contain all information pertaining to the employee's work record (files separated into active and inactive.)	Career - Retain until termination of employment , microfilm and keep permanently in office. Non-Career (Temporary and Intermittent) - Keep three years, then destroy.		Personnel Office (Employee Services Section)	

RETENTION SCHEDULE - MNCPPC

OFFICE OF RECORD

	DESCRIPTION	RETENTION PERIOD	PRINCE GEORGE'S CO.	BI-COUNTY	MONTGOMERY CO.
8	<p><u>Employment Applications</u></p> <p>File contains applications for employment with the M-NCPPC including resumes, if supplied, and record of application review by supervisors for position openings.</p>	Retain 3 years then destroy unless EEOC, Human Relations or other legal proceedings are involved. If so, retain for seven years, then destroy.		Personnel Office (Employment & Testing Section)	
9	<p><u>Classifications/Reclassifications</u></p> <p>File contains: reclassification actions, specifications, salary surveys, general administration (old policies, procedures, research data, salary charts, etc.).</p>	Retain permanently.		Personnel Office (Pay & Classification Section)	
10	<p><u>Deferred Compensation</u></p> <p>A tax sheltered savings plan</p>	<p><u>Members Records</u> Retain permanently in office.</p> <p><u>Minutes & Correspondence</u> Retain permanently on film.</p> <p><u>Deferred Compensation Documents</u> Retain 3 years in office.</p>		Personnel Office	
11	<p><u>Grievance File</u></p> <p>File contains investigative and related material pertaining to grievance filed by employees or groups of employees regarding any condition of employment.</p>	Retain for three years in office or until grievance settled, whichever is longer. Then destroy.		Admin. Mgmt. Office	
12	<p><u>Damage Recovery Files</u></p> <p>Records of collection actions against persons who damage Commission property.</p>	Retain for 4 years or for 1 year after collection, and until all audit requirements have been fulfilled, then destroy.		Budget & Mgmt. Office (Risk Mgmt. Section)	

DESCRIPTION	RETENTION PERIOD	PRINCE GEORGE'S CO.	BI-COUNTY	MONTGOMERY CO.
<p>13 <u>Insurance Policies</u></p> <p>Casualty and Liability contracts with insurance companies, fidelity bonds.</p>	<p>Retain permanently on microfilm.</p>		<p>Budget & Mgmt. Office (Risk Mgmt.)</p>	
<p>14 <u>Insurance Litigation and Claim Files</u></p> <p>Confidential case files of claims and suits against the Commission.</p>	<p>Retain until claim or suit is satisfied, then destroy after an additional 5 years.</p>		<p>Budget & Mgmt. Office (Risk Mgmt.)</p>	
<p>15 <u>Insurance Enrollment Cards</u> (Group Insurance)</p>	<p>Retain in office for duration of employment. Upon termination of employment place record in inactive personnel file.</p>		<p>Personnel Office (Health & Safety Section)</p>	
<p>16 <u>Employee Medical Records</u></p> <p>Pre-employment medical exam reports.</p>	<p>Retain until termination, then to Personnel inactive files.</p>		<p>Personnel Office (Health & Safety Section)</p>	
<p>17 <u>Record of Industrial Hygiene Surveys</u></p> <p>Technical investigation reports from Maryland OSHA staff and contract professionals re: environmental health stressors in the work place.</p>	<p>Retain for five years in office, then destroy.</p>		<p>Personnel Office (Health & Safety Section)</p>	
<p>18 <u>Records of Employee Exposure to Specific Hazards</u></p> <p>MOSHA compliance records for exposure to carcinogens, and other hazardous materials.</p>	<p>Retain for 40 years or until death of the employee, whichever is sooner, then destroy.</p>		<p>Personnel Office (Health & Safety Section)</p>	
<p>19 <u>Records of Health Claims for Exposed Employees</u></p> <p>MOSHA compliance records.</p>	<p>Retain for 40 years, then destroy.</p>		<p>Personnel Office (Health & Safety Section)</p>	

RETENTION SCHEDULE - MNCPPC

OFFICE OF RECORD

	DESCRIPTION	RETENTION PERIOD	PRINCE GEORGE'S CO.	BI-COUNTY	MONTGOMERY CO.
20	<u>Workers' Compensation Information File</u> File contains claims, physicians' reports, employee's first report of injury.	Retain file permanently in office.		Personnel Office (Health & Safety Section)	
21	<u>Monthly Premium Reports to Health Insurance Companies</u>	Retain for the length of policy coverage, then destroy after an additional 4 years.		Personnel Office (Health & Safety Section)	
22	<u>Third Party Injury Reports</u>	Retain for 3 years, then destroy. Juvenile - reports, keep age of majority plus 3 years. Then destroy.		Personnel Office (Health & Safety Section)	
23	<u>Claim file for Insurance Companies (Medical, Dental and Life)</u>	Retain until all claims are satisfied or until all audit requirements have been fulfilled, then destroy.		Personnel Office (Health & Safety Section)	
24	<u>Budget Preparation File</u> File includes Budget submissions: budget instructions; revenue and tax base projections; legal budget matters; and special budget analysis.	Retain in office for 7 years, then destroy.		Budget & Mgmt. Office	
25	<u>Approved Administrative Practices File</u> These are approved administrative policies and procedures regarding the internal operations of the Commission. Files contain original and published copy with significant related background papers.	Retain one copy on microfilm permanently.		Administrative Mgmt.	
26	<u>Merit System Rules & Regulations</u> Official Commission policies governing personnel practices and procedures.	Retain permanently.		Personnel Office	

	DESCRIPTION	RETENTION PERIOD	PRINCE GEORGE'S CO.	BI-COUNTY	MONTGOMERY CO.
27	<u>EEO/AA Report</u> A report provided by the Affirmative Action Officer that reflects the statistical profile of the Commission by race, sex, and individual department. Additionally, the report provides for information pertaining to the status of the department attaining their established goals by EEO category for minorities and females.	Retain permanently.		Executive Dir. Office	
28	<u>Risk Management Program</u> All materials pertaining to the Risk Management Program.	Retain for 7 years in office.		Budget & Mgmt. Office	
29	<u>Litigation Files/Legal</u> Files contain correspondence and pleadings of court actions filed by the Commission or against the Commission.	Inactive files should be retained for at least three years. Important briefs, pleadings and supporting material should be retained on microfilm permanently.	Legal Office	Legal Office	Legal Office
30	<u>Land Files</u> - Deeds and Titles to property acquired by Commission - Property Appraisals - Property Surveys - Right of Ways	Permanent. Microfilm, then retain original permanently in office.		Accounting Office	

RETENTION SCHEDULE - MNCPPC

OFFICE OF RECORD

	DESCRIPTION	RETENTION PERIOD	PRINCE GEORGE'S CO.	BI-COUNTY	MONTGOMERY CO.
31	<u>General Accounting Records</u> Journal Entries and Supporting Documentation Chart of Accounts General Ledger Accounting Reports of General Ledger Interim and special purpose Financial Statements Copies of Financial Statements posted in Newspapers as Required by Article 28 Audit Reports by Internal & External Auditor Year-End Audit Workpapers	Permanent.		Accounting Office	
32	<u>Cash Management Records</u> Certificates of Deposit and Bank Deposit slips Investment Transaction Records Bank Books, Statement, and Deposit Receipts (R.A.) & Supporting Documents	Retain for 6 years and until all audit requirements have been fulfilled, then destroy. Retain for 3 years, then destroy.		Accounting Office	
33	<u>Payroll Accounting Records</u> W-2 Report of Employee Earnings to IRS Employee Earnings/Deduction Record Payment Records for All Withholdings Record of Notification Required by IRS Payroll Distribution of Expense Report Leave Records Time Cards	Retain for three (3) years and until all audit requirements have been fulfilled, then destroy. Permanent Retain for 5 years, then destroy.		Payroll Office	

RETENT SCHEDULE - MNCPPC

OFFICE OF RECORD

	DESCRIPTION	RETENTION PERIOD	PRINCE GEORGE'S CO.	BI-COUNTY	MONTGOMERY CO.
34	<u>Miscellaneous Records</u> Adopted Budget Transmitted from Budget Office Check Copies Supporting Documentation Periodic Financial Reports to Local/ State Agencies Year End Audit Workpaper Files Bank Reconciliation and Supporting Workpapers Form 1099, Report of Payments to Vendors to IRS Cancelled Checks Labor Distribution Report Time Labor Sheets	Retain for three (3) years and until all audit requirements have been fulfilled, then destroy. 5 years then destroy. Monthly - 2 years. Year end - permanent 5 years then destroy.		Accounting Office Audit Office Data Processing Office Purchasing Office	
35	<u>Purchasing Record</u> Copy of Contract Log Notice of Award Purchase Order Purchase Requisitions Bid Tabulation Documents General Correspondence MFD Director Purchasing Reports	Retain for three (3) years or until all audit requirements have been fulfilled, then destroy.		Purchasing Office	
36	<u>Audit Records</u> Materials and Supplies Physical Inventory Report of Fixed Assets Report of Materials and Supplies	Retain for three (3) years or until all audit requirements have been fulfilled, then destroy.		Audit Office	

	DESCRIPTION	RETENTION PERIOD	PRINCE GEORGE'S CO.	BI-COUNTY	MONTGOMERY CO.
37	<p><u>Tax Anticipation Certificates of Indebtedness</u></p> <p>These records are promissory notes, signed by the Chairman and the Secretary-Treasurer of the Commission.</p>	<p>Retain for 5 years after the notes are redeemed or until all audit requirements have been fulfilled, then destroy.</p>		<p>Sec.-Treasurer's Office</p>	
38	<p><u>Record of Bond Sales</u></p> <p>Files include marked bonds and redeemed coupons and cremation schedule.</p>	<p>Retain until bond redeemed and until all audit requirements have been fulfilled, then destroy.</p>		<p>Sec.-Treasurer's Office</p>	
39	<p><u>Bond Register</u></p> <p>The register is a record of serial bonds issued by the Commission to pay for Land Acquisition and Park Development. The register sheets give information on each issue, the County of issue, purpose, date of issue, interest rates, and name of fiscal paying agent.</p>	<p>Retain in office permanently.</p>		<p>Sec.-Treasurer's Office</p>	
40	<p><u>Commission Bonds and Coupons</u></p> <p>Bonds and Coupons, Paid and Cancelled Monthly Certified Statements Cremation Certifications Audits Other Reports</p>	<p>Retain for six months after the bonds are paid in full, then destroy.</p> <p>Retain for three years after maturity and entry into ledgers then destroy.</p>		<p>Sec.-Treasurer's Office</p>	
41	<p><u>Bond and Interest Ledger Accounts</u></p> <p>These are the record of the history of all bond issues as to principal and interest payments, and of redemptions.</p>	<p>Retain final entry ledgers permanently.</p>		<p>Sec.-Treasurer's Office</p>	
42	<p><u>Escrow Agreements</u></p>	<p>Retain as long as agreements are in effect, then destroy after 3 years if all funds are fully accounted for.</p>		<p>Sec.-Treasurer's Office</p>	

DESCRIPTION	RETENTION PERIOD	PRINCE GEORGE'S CO.	BI-COUNTY	MONTGOMERY CO.
<p>43 <u>Contracts</u></p> <p>Capital Improvement Contracts Grants All Other Contracts Misc. Expenditure Misc. Revenue Recreational Facility Agreements (RFA) Memorandum of Understanding Other Contracts (i.e. Donations)</p>	<p>Permanent Permanent Retain for 3 years, then destroy. Retain for 3 years, destroy: Retain for 3 years, then destroy. Retain for 3 years, then destroy. Retain for 3 years, destroy. Permanent.</p>		<p>Accounting Office</p>	
<p>44 <u>M-NCPPC Employees' Retirement System</u></p> <p>Files are established by names of participants of the M-NCPPC Employees' Retirement System and include all documents related to employee participation in the system. Documents also include those transferred by the State Retirement System at the time of the establishment of the Commission's plan and withdrawal from the State System effective July 1, 1972.</p>	<p>Retain permanently (hard copy or microfilm).</p>		<p>Retirement Office</p>	
<p>45 <u>Retirement System Documents</u></p> <p>File consists of audited financial statements, actuarial valuations, investment transaction documents, and all disbursements by the M-NCPPC Employees' Retirement System.</p>	<p>Retain in office for three years or until all audit requirements have been fulfilled, then destroy.</p>		<p>Retirement Office</p>	
<p>46 <u>Minutes of the Retirement System</u></p> <p>All minutes of the Retirement System Board Meetings</p>	<p>Retain permanently on microfilm.</p>		<p>Retirement Office</p>	

RETEN SCHEDULE - MNCPPC

OFFICE OF RECORD

	DESCRIPTION	RETENTION PERIOD	PRINCE GEORGE'S CO.	BI-COUNTY	MONTGOMERY CO.
47	<p><u>Merit System Board Files</u></p> <p>File contains documentation from appellant, his/her representative, the Commission attorney, management, transcript (if hearing is held), and Board's decision.</p>	Retain permanently on microfilm.		Merit System Board Office	

RETENTION SCHEDULE - MNCPPC

PLANNING DEPT.

OFFICE OF RECORD

	DESCRIPTION	RETENTION PERIOD	PRINCE GEORGE'S CO.	MONTGOMERY CO.
48	<p><u>Amendments to Zoning Ordinance and Subdivision Regulations</u></p> <p>Original amendments as passed.</p>	Microfilm and retain microfilm permanently in the office.	Development Review Division Information & Permits (Zoning Amendment)	Development Review
49	<p><u>Art Work, Place Dummies and Place Negatives</u></p> <p>Camera ready art of individual publications pages and color separations for maps.</p>	Retain in office until no longer needed, then destroy.	Information Mgmt. Division (Mapping & Graphics Section)	Mapping & Graphics Section
50	<p><u>Zoning Book Sepias</u></p> <p>These are originals from which zoning atlas sheets are produced.</p>	Microfilm all originals, then retain sheets until superseded and replaced and then destroy sheets withdrawn.	N/A	Mapping & Graphics Section
51	<p><u>House Number and Street Name Changes and Assignments</u></p> <p>This file is a record of assignments of and changes in house numbers and street names, including the name of the area or subdivision, block and lot number, name of the owner or occupant, the old street name or house number, if any, the new name or number, and the date of change. Changes are made on the reference copies of the plats and maps.</p>	Retain entries until superseded and then destroy.	Information & Permit Review Div. (Property Address Section)	Information Office
52	<p><u>Street Names Index</u></p> <p>Roll file contains street name, block number, area designation, census tract, map grid no., and 200 scale page no.</p>	Retain until updated or superseded, then destroy.	N/A	Information Office

	DESCRIPTION	RETENTION PERIOD	PRINCE GEORGE'S CO.	MONTGOMERY CO.
53	<p><u>Street Profiles</u></p> <p>These are approved profiles showing approval of all agencies such as DOT and WSSC.</p>	Retain permanently.	N/A	Urban Design Division
54	<p><u>Subdivision Plats</u></p> <p>This is a file of the original subdivision plats showing date of approval by M-NCPPC and date of filing with the clerk of the Circuit Court. These plats are lithoprinted for the subdivision.</p>	Retain permanently.	Development Review Division	Development Review Division
55	<p><u>Subdivision Record Plat Books</u></p> <p>These are a public file in book form and contain all the approved subdivisions in the Regional District of Montgomery and Prince George's Counties, filed numerically.</p>	Retain permanently on microfilm.	N/A	Information Office
56	<p><u>Index for Subdivision Record Plat Books</u></p> <p>Maintained by lot, block and subdivision on roll file, in alphabetical order by subdivision name.</p>	Retain permanently.	N/A	Information Office
57	<p><u>Subdivision House Numbers File</u></p> <p>These are duplicates of preliminary subdivision plans.</p>	Retain permanently.	N/A	Information Office

	DESCRIPTION	RETENTION PERIOD	PRINCE GEORGE'S CO.	MONTGOMERY CO.
58	<p><u>Site Plans</u></p> <p>Site Plan files consist of all materials submitted and prepared during staff review and Planning Board action on individual plans. File content includes: plan submission documents, site development and grading plan, landscaping plan, staff design studies, staff and agency referrals, staff reports, public inquiries, enforcement agreements, and homeowner association documents.</p>	<p>Microfilm and destroy hard copy. Retain permanently.</p>	<p>Development Review Division</p>	<p>Urban Design Division</p>
59	<p><u>Zoning Applications</u></p> <p>Complete files which include the application, technical staff reports.</p>	<p>Retain Planning Board file until official file microfilmed. Retain microfilm permanently in office and hard copy stored in Records Center for 1 year.</p>	<p>Information & Permits - Review Div.</p>	<p>Development Review Division</p>
60	<p><u>Special Exceptions</u></p> <p>Complete files include the application, maps, technical staff reports.</p>	<p>Retain Planning Board file until official file microfilmed. Retain microfilm permanently in office and hard copy stored in Records Center for 1 year.</p>	<p>Information & Permits - Review Div.</p>	<p>Development Review Division</p>
61	<p><u>Departure from Design Standards</u></p> <p>Complete files include the application, maps, technical staff reports, correspondence, and Planning Board Decisions.</p>	<p>Microfilm and store hard copy in Records Center for 1 year. Retain microfilm permanently in office.</p>	<p>Information & Permits - Review Div.</p>	<p>N/A</p>
62	<p><u>Zoning Maps (Atlas)</u></p> <p>This is the official zoning map for Prince George's and Montgomery Counties, with any and all amendments.</p>	<p>Microfilm all maps, then retain sheets until superseded and replace and then destroy sheets withdrawn.</p>	<p>Information & Permits - Review Div.</p>	<p>Information Office</p>

RETENTION SCHEDULE - MNCPPC

PLANNING DEPT.

OFFICE OF RECORD

	DESCRIPTION	RETENTION PERIOD	PRINCE GEORGE'S CO.	MONTGOMERY CO.
63	<u>Reproducible Street Address Maps</u> Mapping of all premise addresses in Prince George's and Montgomery Counties.	Retain permanently.	Information Mgmt. Division (Mapping & Graphics Section)	Information Office
64	<u>Street Address Books</u> Maps at 200 scale include sub-divisions, plat outlines, and address information.	Retain sheets until superseded and replaced, then destroy sheets withdrawn.	Information & Permits - Review Div.	Information Office
65	<u>Nonconforming Use Files</u> Complete files include the applications, plats, and technical staff reports.	Microfilm and retain hard copy in Records Center for 1 year. Retain microfilm permanently in office.	Information & Permits	N/A
66	<u>Permit Cover Sheets</u> Inter-departmental review work sheets on residential, commercial and use occupancy permits.	Microfilm and destroy hard copy. Retain microfilm permanently in office.	Information & Permits	N/A
67	<u>Pre-Preliminary and Preliminary Plats on Subdivision</u> Applications to create legal building lots; precedes record plats.	Retain Planning Board file until official file is microfilmed, then destroy hard copy and retain microfilm permanently in office.	Development Review Division	Development Review Division
68	<u>Comprehensive Rezoning Files</u> Official departmental and Commission files compiled in the Comprehensive Rezoning process. Information on briefings, outlines, charts, budget and work program information, administrative policy and procedure, work session material.	Retain in office of record until superseded, then destroy after three (3) years.	Area Plans Division	Community Plans Division

RETENT SCHEDULE - MNCPPC

PLANNING DEPT.

OFFICE OF RECORD

	DESCRIPTION	RETENTION PERIOD	PRINCE GEORGE'S CO.	MONTGOMERY CO.
69	<p><u>Master Plans</u></p> <p>General Plan, Subregional Plans, Area Master Plans, Functional Plans, Special Treatment Area Plans and comprehensive Master Plans. (Original text material, page-sized maps, original artwork for plans, maps, photographs, etc.)</p>	Retain in office until superseded send to Records Center for permanent retention.	Information Mgmt. Division (Mapping & Graphics Section)	Mapping & Graphics
70	<p><u>Sectional Map Amendments</u></p> <p>Correspondence, original text materials, maps, policies, reports, comments, and miscellaneous other data.</p>	Retain permanently on microfilm. Destroy hard copy.	Area Plans Division	Development Review Division
71	<p><u>Reservation Plats</u></p> <p>These become record plats. Duplicates of records in county office. At conclusion of final survey of a large piece, these plats reserve from taxes remainder of property not acquired in a given year, free from taxes for five years.</p>	Retain for six years in office then destroy after the reservation has expired.	Transportation & Public Facility Planning Division	Information Office
72	<p><u>House Number Site Plan File</u></p> <p>This file contains detailed drawings of buildings not identified as lot and block. There are multiple addresses on one piece of property, such as apartments, shopping centers and industrial. Two copies - one in file and one filmed.</p>	Retain microfilm and originals in office, permanently.	N/A	Information Office

	DESCRIPTION	RETENTION PERIOD	PRINCE GEORGE'S CO.	MONTGOMERY CO.
73	<p><u>Development Plans and Schematic Development Plans</u></p> <p>These are the officially approved and signed plans. 2 copies</p>	Retain 1 copy permanently in Zoning Case file and 1 copy on microfilm permanently.	N/A	Development Review Division
74	<p><u>200 Scale Photogrammetry: (5 foot intervals)</u></p> <p>These are used as background data for plans and studies.</p>	Retain in office permanently.	Information Mgmt. Division (Mapping & GraphicsSection)	Mapping & Graphics
75	<p><u>Historic Preservation Ordinance Implementation</u></p> <p>Historic Resource Inventory Forms Historic Site/District Public Hearing Files Historic Area Work Permit Files Tax Credit Files Environmental Setting Files</p>	Retain permanently.	Area Plans Division (E/S) (Historic Preservation Section)	N/A

	DESCRIPTION	RETENTION PERIOD	PRINCE GEORGE'S CO.	MONTGOMERY CO.
76	<p><u>Topographic and Park-taking Line Maps</u></p> <p>This file contains: 1) park-taking line maps. The topographic maps are prepared from aerial surveys of the Stream-Valley Parks and proposed park areas. The master copy is on blue linen and is used to prepare Stream-Valley Survey maps and Development Plats and Maps which are the working copies in planning. The Park-taking Line Maps are topographic maps showing the extent, actual or proposed, of park metes and bounds. 2) Hand-drawn topographic maps of certain areas of the Stream-Valley parks. Individual trees are shown with their circumference and popular names. The maps are sometimes consulted in preparing the Development Plats and maps.</p>	<p>Microfilm after updated or superseded and destroy hard copy. Retain microfilm permanently in office.</p>	Park Planning	Park Planning
77	<p><u>Applications for Federal Grants</u></p> <p>a. Land & Water Conservation Fund Act.</p> <p>b. Memorial Tree Planting Program Records (Chart showing "In memory of/honor of," donor's name, park preference, location, number and variety of tree, date received from E&D, name of nursery, dates ordered, received, planted, E&D notified, application no., monies donated and total.</p> <p>c. Open Space (HUD) (Title VII of Housing Act Material and applications.)</p>	<p>Retain until grant completed, then microfilm and destroy hard copy. Retain microfilm in office permanently.</p> <p>Microfilm and destroy hard copy. Retain microfilm permanently in office.</p> <p>Microfilm and destroy hard copy. Retain microfilm permanently in office.</p>	<p>Park Planning</p> <p>Maintenance & Development</p> <p>N/A</p>	<p>Park Planning</p> <p>N/A</p> <p>Park Planning</p>

RETENTION SCHEDULE - MNCPPC

PARKS DEPT.

OFFICE OF RECORD

	DESCRIPTION	RETENTION PERIOD	PRINCE GEORGE'S CO.	MONTGOMERY CO.
	d. Outdoor Recreation Land Loan of '68. (Program Open Space)	Retain until loan expiration and for three years or until audit completed.	Park Planning	N/A
	e. Patuxent River Watershed Act.	Microfilm after updated or superseded and destroy hard copy. Retain microfilm permanently in office.	Park Planning	N/A
	f. SCS Public Law 986	Retain in office until updated or superseded, then destroy.	Park Planning	Park Planning
	Land Appraisal Records (includes pertinent correspondence)	Retain three (3) years in office, then microfilm and keep permanently.	Park Planning	Park Planning
78	<u>Record of Park Property Surveys</u> Includes name of owner of property, park where located, section, parcel, acreage, name of engineer who made survey.	Microfilm after updated or superseded and destroy hard copy. Retain microfilm permanently in office.	Park Planning	Engineering & Design
79	<u>Land Acquisition Surveys</u> When agreement has been made, information as to owner or rough area of land to be acquired is referred to Engineer and Design to survey property. This is then sent to surveyor with request for survey. Survey retained for review and approval, with legal description. After approval, copy of plat and the survey are forwarded to Legal Department. The Legal Department arranges with owner to acquire property, to record description and establish settlement.	Retain in office until survey and acquisition complete, then include in record or park property surveys, and microfilm.	Park Planning	Park Planning
80	<u>Development Plans and Working Papers</u> Grading plans, paving plans, landscape plans, consultants plans.	Microfilm after updated or superceded and destory hard copy. Retain microfilm permanently in office.	Engineering & Design	Engineering & Design

	DESCRIPTION	RETENTION PERIOD	PRINCE GEORGE'S CO.	MONTGOMERY CO.
81	<p><u>Records of Extensive Road Building Projects</u></p> <p>Includes reviews and approval of contract, drawings and specifications, approval of billing, field inspection and related correspondence for major roadway construction projects.</p>	Retain for 20 years after project completed, then destroy.	Engineering & Design	Engineering & Design
82	<p><u>Storm Drainage Plans</u></p> <p>Show where storm drain terminates and affects park property.</p>	Microfilm after updated or superseded and destroy hard copy. Retain microfilm permanently in office.	Engineering & Design	Engineering & Design
83	<p><u>Records of Design and Construction</u></p> <p>Design and construction of parking areas, entrance roads, multi-use courts, grading and seeding of ball fields and adjacent road areas.</p>	Retain in office until updated or superseded, then microfilm. Destroy hard copy. Retain microfilm permanently in office.	Engineering & Design	Engineering & Design
84	<p><u>Cost of Recreation Centers Development Plans</u></p> <p>Includes contract documents.</p>	Retain for three years after project completed or until all audit requirements have been fulfilled, then destroy.	Park Planning	N/A
85	<p><u>Stream Valley Survey Maps</u></p> <p>These maps are prepared from the Topographic Maps and are usually divided into sections and the sections enlarged for detailed planning. They record property lines and the park projects as planned. The maps after completion are submitted to the National Capital Planning Commission and to WSSC for approval pursuant to Subtitle 4, Article 28, Annotated Code of Maryland.</p>	Microfilm after updated or superseded and destroy hard copy. Retain microfilm permanently in office.	Park Planning	Engineering & Design

	DESCRIPTION	RETENTION PERIOD	PRINCE GEORGE'S CO.	MONTGOMERY CO.
86	<p><u>Traverse Field Computations and Bench Marks</u></p> <p>This series of Stream-Valley park map record the traverse computations made in the field and the bench marks established by the surveyors.</p>	Retain until map updated or superseded then microfilm and destroy hard copy. Retain microfilm permanently in office.	Park Planning	Engineering & Design
87	<p><u>Computations of Coordinates</u></p> <p>These coordinates were principally taken in Rock Creek Park. Coordinates are employed in plotting property lines on topographic maps and existing buildings and landmarks.</p>	Retain until map updated or superseded then microfilm and destroy hard copy. Retain microfilm permanently in office.	N/A	Engineering & Design
88	<p><u>Recreation Area Maps (NCPC Requirement)</u></p> <p>These files contain maps which are related to recreation area planning and show topography, surveys, and development of the areas.</p>	Retain until map updated or superseded then microfilm and destroy hard copy. Retain microfilm in office.	Park Planning	Engineering & Design
89	<p><u>Bids for Plant Materials for Parks and Buildings</u></p>	Retain in office for three years or until all audit requirements have been fulfilled, then destroy.	Park Planning & Design	Park Planning & Design
90	<p><u>Contracts on Bids and Proposals for Construction</u></p>	Retain for three years after completion of contract or until all audit requirements have been fulfilled, then destroy.	Park Planning & Design	Park Planning & Design
91	<p><u>Blue Prints of Commission-Owned Buildings</u></p>	Retain microfilm permanently in office. Hard copy kept permanently at Records Center.	Park Design	Park Planning
92	<p><u>Titles (Automobiles)</u></p>	Retain until vehicle disposed, then destroy.	Supervisor - Equipment Maint.	Supervisor - Equipment Maint.

	DESCRIPTION	RETENTION PERIOD	PRINCE GEORGE'S CO.	MONTGOMERY CO.
93	<u>Property Records for Vehicles</u> Folders contain Title No., Serial No., date of purchase vendor, description, year, cost and trade in value, and to whom assigned.	Retain until vehicle disposed, then destroy.	Supervisor - Equipment Maint.	Supervisor-Equipment Maint.
94	<u>Vehicle Maintenance Reports</u>	Retain until vehicle replaced or until all audit requirements have been filled, then destroy.	Supervisor-Equipment Maint.	Supervisor-Equipment Maint.
95	<u>Work Orders/Service Requested</u>	Retain original one year, then destroy.	Maintenance & Development	Maintenance & Development
96	<u>Park Permit Office</u> a) Receipt books b) Key deposit slips cancelled c) Permit correspondence d) Seasonal permit records e) Ballfield records f) Reports of attendance records g) Certificate of deposit and bank slips h) Monthly reports of collections i) Purchase orders copies and requisitions j) Reservation books - daily	Retain 3 years, then destroy	Park Permits	Park Permits
97	<u>Property Management Office</u> a) Former Tenant files b) Budgetary and financial information c) Records of inspections, losses, modifications to Commission facilities. Filed by facility name. d) Record of rent received from and owed by tenants. As rent is received it is recorded in the general ledger.	Retain 2 years, then destroy Retain 3 years, then destroy Retain for 10 years, then destroy. Material having continuing legal or administrative value, retain until value ceases, then destroy. Retain for 5 years or until all audit requirements have been fulfilled, then destroy.	Property Management	Property Management

RETENTION SCHEDULE - MNCPPC

PARKS DEPT.

OFFICE OF RECORD

DESCRIPTION	RETENTION PERIOD	PRINCE GEORGE'S CO.	MONTGOMERY CO.
7.3 <u>Park Police Records</u> a) Criminal Reports b) Field Contacts c) 1. Police employee background information 2. Applicant background infor. d) Juvenile Records (Confidential) e) UCR Reports e) Property Reports (found and stolen) (contraband, evidence) f) Traffic and Parking summons g) Vehicle reports (reports on <u>recovered</u> stolen autos or impounded vehicles) h) Stolen Vehicle Report i) Daily activity reports j) Maryland Uniform Criminal/Civil Citation 1. Criminal 2. Adult Civil 3. Juvenile Civil k) Watch Rosters	Retain permanently on microfilm. Retain permanently on microfilm. Retain 3 years after termination of employment. Retain 5 years. "Sealed" when 21 years old. Keep permanently in office. Retain record copies plus support data such as monthly and quarterly summaries five years then destroy. Retain annual summaries used as support data ten years, then destroy. Destroy non record copies when no longer needed. Retain in office for 2 years, destroy. Retain on microfilm. Retain in office for 3 years, destroy. Retain in office until closed, destroy. Retain 3 years, then destroy. Retain 1 year, then destroy Retain 3 years in office, 5 years at Records Center, then destroy. Retain 1 year, then destroy.	Park Police Offices	Park Police Offices

DESCRIPTION	RETENTION PERIOD	PRINCE GEORGE'S CO.	MONTGOMERY CO.
<p><u>Park Police Records (Cont.)</u></p> <p>l) Call for service card (CCN) - Stat Card</p> <p>m) Fingerprint Cards</p> <p>n) Crime scene photos</p> <p>o) Old traffic accident photos</p> <p>p) Inactive Police Files</p> <p>q) Alarm/Radio Logs</p>	<p>Destroy when superseded or obsolete.</p> <p>FBI maintains permanently.</p> <p>Retain permanently.</p> <p>Retain for 3 years, after date of accident, then destroy.</p> <p>Retain 2 years, then destroy</p> <p>Retain 1 year, then destroy.</p>	<p>Park Police Offices</p>	<p>Park Police Offices</p>
<p>99 <u>Historical/Archival Files</u></p> <p>Consists of newsclippings, photographs, press releases, historical correspondence.</p>	<p>Retain in office with eventual transfer to Records Center for permanent retention.</p>	<p>Historian's Office</p>	<p>Historian's Office</p>